

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
November 8, 2010**

A regular meeting of the Williamsport Mayor and Council was held on November 8, 2010, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Assistant Mayor Anthony Drury
Councilwoman Joan Knode
Councilman Jim Kalbfleisch
Councilwoman Tearza Knode
Councilman Larry Jessop
Town Attorney, Ed Kuczynski

Also, present Donnie Stotemyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Jim Kalbfleisch to accept the minutes of the regular meeting held October 11, 2010, the Public Hearing for the Comp Plan of October 11, 2010 and the workshop minutes of November 1, 2010. Seconded by Councilwoman Tearza Knode with all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer presented the Town's financial report for October 2010. Councilwoman Joan Knode made a motion to accept the report as presented, Assistant Mayor Anthony Drury seconded with all voting in favor, motion carried.

Guests

Mayor James G. McCleaf II he introduced Bruce Logan and Bill Green from the Williamsport Bike Nite Committee, they presented a check for \$500 to the Williamsport Boys and Girls Club of Washington County the check was accepted by the Director of Development, Buck Browning. Mayor McCleaf stated that one of his campaign promises was to find a program for kids to have something to do after school. This process was started over 18 months ago with a meeting at the Boys and Girls Club at Washington County. The mayor explained that when Mike Sparks, Director of Economic Development and Community Relations came on board with the town the process continued to assist with the club to acquire funding for a full time program in the town of Williamsport. Mr. Browning introduced some of his staff members: Matt Krantz, Taaliba Sanders and Jim Deaner. Also present was the Boys and Girls Club Board of Director volunteers Julie Rohm, Tim Henry and Bill DeTora.

Mayor James G. McCleaf II introduced Mr. Paul Melby town resident from 120 N. Artizan St, Williamsport. Mr. Melby was present to address the mayor and council concerning the renewable energy project that he had presented previously for the Springfield Farm Barn and

Byron Memorial Park. He informed the mayor and council that he realizes that the mayor and council doesn't have the funding to proceed with the project but Mr. Melby has had a conversation with the Washington County Board of Commissioners as well as the Washington County Board of Education about partnering with the town and county to establish this project. The mayor and council informed Mr. Melby that the town does not have the funding to proceed with the project.

Mayor James G. McCleaf II introduced Councilman Larry Jessop. Larry first thanked the Boys and Girls Club of Washington County for coming to Williamsport. Mr. Jessop talked about his grandfather and what a positive influence he had been as the Executive Director of Washington County Big Brothers of America for over 20 years. Later in life his grandfather was involved in a traffic accident that left him paralyzed and confined to a wheelchair. Councilman Jessop informed the mayor and council that he wanted to establish a foundation, the Pete Jessop Kindness Foundation in honor of his grandfather, Pete Jessop. Councilman Jessop then presented a check for \$400 to the Director of Development, Buck Browning from the Boys and Girls Club of Washington County as the first recipient from the foundation. Councilman Jessop also reported that Greg Murray, Washington County Administrator, donated five recycled computers to the Williamsport Boys and Girls Club.

Mayor McCleaf stated that the new club is an example of how the town is coming together on a variety of initiatives including downtown revitalization.

Correspondence

Mayor James G. McCleaf II reported that the Springfield Farm Barn committee would like to extend an invitation to everyone to participate in the Town of Williamsport's Charlie Brown Christmas celebration to be held at Springfield Farm Barn on December 4th & 5th, 11th & 12th from 5-8 pm each evening. They will be celebrating the holidays with a wide variety of Christmas tree displays, trains, refreshments, pictures with Santa. There will also be area Christmas tours by bus, horse drawn carriage rides, holiday performances and fellowship, admission is free.

Mayor James G. McCleaf II read a thank you letter from St. Andrew Presbyterian Church thanking the Town of Williamsport for coordinating the day also the employees for helping with the Harvest Hoedown. As a result they raised over \$12,000 and over 2600 pounds of food for the Williamsport Food Bank.

Mayor James G. McCleaf II reported that the Maryland Municipal League will be holding the "If I Were a Mayor I Would" essay contest. The MML encourages each of the municipalities to visit a 4th grade classroom within the next four months to educate students about city/town government specifically the role of a mayor. Essay contest deadline is not until April 1, 2011.

Reports

Board of Elections Supervisor

No Report

Board of Zoning and Appeals

Town Attorney Ed Kuczynski reported that there is one Board of Zoning Appeals decision that has not been rendered yet.

History and Museum Board

Councilwoman Joan Knode reported for the History and Museum Board that the Charlie Brown Christmas is scheduled for Dec 4th, 5th and 11th & 12th from 5-8 at Springfield Farm Barn.

He reported that they had 74 people turn out for the historic ghost walk in October.

Planning Commission

No report

Land Use

No Report

Legal Council

Town Attorney Ed Kuczynski held discussion about the long-term user agreement for Conococheague Little League. He informed the mayor and council that all of the corrections have been made and the council would need to introduce the agreement as an ordinance at this evening's meeting and would be passed at the next council meeting scheduled for December 13, 2010.

Councilwoman Tearza Knode made a motion to introduce the long-term user agreement with Conococheague Little League as an ordinance; it was seconded by Councilwoman Joan Knode with all voting in favor, motion carried.

Code Enforcement

Mayor James G. McCleaf II reported that the rehab of the property at 2 E. Potomac St. is coming along nicely.

Town Attorney Ed Kuczynski has had conversation with Mike Sparks, Director of Economic Development and Community Relations about the livability code and will hold discussions with the council at a later date concerning this.

Sheriff's Report

Mayor James G. McCleaf II gave the Sheriff's report for October 2010.

Council Reports

Councilman James Kalbfleisch reported that First Energy is still discussing buying Allegheny Power. Downes and Associates have finished the final draft of the electric tariff once it is reviewed it will be presented to the Maryland Public Service Commission.

Councilwoman Tearza Knode reported that the Charlie Brown Christmas is coming along and the committee will be at the barn on Saturday November 20th at 1:00 to start choosing and decorating trees.

The boat ramp project at River Bottom Park is going to happen, She met with representatives from the DNR, Mike Sparks and Donnie Stotemyer and the federal and state funding paperwork will be finalized.

Tearza stated that she received grant application paperwork from Project Open Space and wants to apply for some things for the park. She wants to check with the Boys and Girls Club to see what their needs may be.

Assistant Mayor Anthony Drury reported that he attended the Boys and Girls Club Open house and also thanked Dave Schriver and Jason Keplinger from Concocheague Little League for attending all of the meetings concerning the user agreement with the league. Tony introduced Clint Rawlings from the Williamsport Moose Lodge, he reported that the Lodge will be hosting the 2nd annual Thanksgiving Dinner served with all the trimmings on Sunday November 21, 2010. Last year they served over 100 meals and this year they will be preparing for 200. Assistant Mayor Anthony Drury stated he helped with the event last year and it was a great event.

Councilwoman Joan Knode commented that the Community Building remodeling is coming along good. All of the pavilions, bathrooms, barn and the museum are all in good shape for the winter. She also reported that the town had received a grant in the amount of \$2000 from Preservation Maryland and will be used to support the costs for the roof repairs for the Springfield Farm Barn. She reported that she would like to introduce a resolution from Canal Towns which would show support for the program and support tourism.

Councilman Larry Jessop thanked the merchants for the Trick or Treat night held Friday October 29, 2010 in town center, the event went well and a large crowd attended. He also reported that the alley directly behind town hall has several areas that need blacktop. He has received several complaints concerning this. He is concerned about the kids playing ball in the alley and will be erecting a 'No Playing Ball' sign.

Mayor's Report

Mayor James G. McCleaf II reported on the following:

Williamsport's Facebook now has over 900 fans. The largest demographic group at 21%, are females between 35 and 44 years of age. The second largest demographic group is tied, both at 9.7% for females between 25 and 34 years of age and males between 35 and 44 years of age. It is expected that the page will have over 1000 fans by spring. This allows for easier communication of Williamsport's efforts and increases the value of sponsorships of events.

*Communication between parties for the expansion of the Desert Rose Café has been facilitated. If cost estimates align with expectations, the permit to begin work should be issued by next week.

*Communication has been on going with several businesses and property owners about new businesses for Town Center.

*An event schedule for next year is being formulated with Councilwoman Joan Knode and the funding and promotion of these events is being planned. It is expected that processes recently learned through previous events will allow primary funding to be in place for all events early in the year.

*The signage for various spots throughout the Town has been completed and is being printed. The frames for the signs will be installed at the Cushwa Basin location within the week. There are plans for a ribbon cutting ceremony probably on the 16th of this month.

*A master plan for vehicle and bicycle traffic is nearing completion. It is expected that Councilman Jessup will present the plan when complete.

*The Town is working with Springfield Middle School to secure classification of the school as a top-tier magnet school.

*The Boys and Girls Club is off to a successful start and donations for furniture, games and computer equipment is being solicited.

*The CDBG grant for the upgrade of ADA accessibility in Town Hall is at the Maryland Department of Planning for an environmental study review. Once completed bid solicitation can begin.

*The Town of Williamsport entrance signs stand design is being modified and corrected as per the State Highway Administration. Once corrected signs can be installed. The expected install date is spring of 2011.

*The Maryland Energy Administration is requesting that the town solicit minority owned business for the installation of the boiler system in the community building in the park. Once solicitation is complete the boiler project can be awarded and construction can begin.

*Per the Tri-County Council the final documentation for the ARC Pump station and Town center revitalization grants are being completed.

Work will begin for the application of a mini-grant through the Heart of the Civil War for \$2500 to offset the cost of brochures for the Retreat through Williamsport Civil War event.

*Rehabilitation of parcel 419 is nearing completion. It is expected that all potential code violations have been rectified.

Unfinished Business

Mayor James G. McCleaf II reviewed the bids submitted for the Town of Williamsport's Inflow and Infiltration Project (contract #4 pump stations) The following bid proposals were received:

W F Delauter & Son	\$1,271,523.80
Callas Contractors	\$1,331,000.00
Ferri Contracting	\$1,336,800.00
Jefferson Asphalt	\$1,472,000.00
Conewago Enterprises	\$1,632,338.00

Mayor McCleaf II also explained that the bid proposals had expired on November 4, 2010 based on this, the I & I project would have to be rebid.

Assistant Mayor Anthony Drury made a motion to reject all bid proposals that were submitted for the Town of Williamsport I & I project contract #4 pump stations and rebid the project seconded by James Kalbfleisch with all voting in favor, motion carried.

Assistant Mayor Anthony Drury make a motion to allow Thrasher Engineering to rebid the I & I Pump Station #4 Project seconded by James Kalbfleisch, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the council a copy of the revised draft of the youth baseball field long-term user agreement with Concococheague Little League. Town Attorney Ed Kuczynski informed the council that he has reviewed the revised document and

all of the edits have been made he explained that this would be passed as an ordinance and would need to be introduced.

Mayor James G. McCleaf II reviewed with the council the proposed Town of Williamsport's employee 2011 holiday schedule:

New Years Day	Dec 31	Friday
Presidents Day	Feb 21	Monday
Town Elections	Mar 7	Monday
Good Friday	Apr 22	Friday
Memorial Day	May 30	Monday
Independence Day	Jul 4	Monday
Labor Day	Sep 5	Monday
Veterans Day	Nov 11	Friday
Thanksgiving Day	Nov 24 & 25	Thursday and Friday
Christmas	Dec 23	½ day Thursday
	Dec 26 & 27	Friday and Monday
New Years Day	Jan 2, 2012	Friday

Councilwoman Tearza Knode made a motion to adopt the Town of Williamsport's employee 2011 holiday schedule as presented, seconded by James Kalbfleisch, with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the council the one bid that was received for mowing and snow removal services for the Town of Williamsport for 2010-2011. The bid was received from Advantage Landscape & Construction Inc. in the amount of \$33,903.25. Councilwoman Tearza Knode made a motion to award the mowing and snow removal contract services for the Town of Williamsport for 2010-2011 to Advantage Landscape seconded by Councilman Larry Jessop, with all voting in favor, motion carried.

New Business

Mayor James G. McCleaf II informed the council that the Rotary International is requesting permission to plant a tree in the vicinity of Rotary playground in Byron Memorial Park. The tree planting would be in memory of Dr. Richard A. Young, a charter member of the Williamsport Rotary. Discussion was held concerning the tree planting and the council agreed to allow the tree planting.

Mayor James G. McCleaf II informed the council that the Town of Williamsport will have a tree planting in honor of long time town employee, William Shank in the Spring of 2011.

Councilwoman Joan Knode read the resolution to support the Canal Town initiative:

WHEREAS, the Town of Williamsport desires to participate in the Canal Towns Program, an economic development and community enhancement initiative operating in the communities that border the C&O Canal National Historical Park and the C&O Canal Towpath, and,

WHEREAS, the Town of Williamsport desires to support, when appropriate, the Canal Town Program in future applications for funding and technical assistance for projects approved by the Canal Towns Coalition volunteer representatives serving on behalf of our community and,

WHEREAS, the Canal Towns Program has proven successful, in aiding, in the identification and facilitation of several joint initiatives, thus far in Maryland and West Virginia.

WHEREAS, several communities, including our own have conducted a Canal Town Needs Assessment and engaged in prioritizing projects to be implemented in the Town to more effectively attract trail traffic to the community, and,

WHEREAS, the communities along the C&O Canal Towpath have limited resources to devote beyond volunteer coordination and involvement, assistance in identifying and securing funding for projects would greatly assist our efforts; and,

WHEREAS, the Town of Williamsport wishes to participate in the Canal Towns Program, NOW, THEREFORE, be it resolved that the Mayor and Council will offer this resolution as acknowledgement of our representation and participation through the volunteer services of our representatives in the Canal Towns Program.

Joan Knode made a motion to adopt the resolution as presented, seconded by Councilwoman Tearza Knode, with all voting in favor, motion carried.

Citizen Participation

Washington County Commissioner, Terry Baker was present to thank the mayor, council and town residents for their support during his recent reelection.

Town resident Chris Grimes wanted to inform the mayor and council that there were two Williamsport residents, Jeff Cline and Terry Baker elected as Washington County Commissioners and that Williamsport should be well represented.

Earl Pereschuk, town resident raised concerns to the mayor and council about out of town residents bring their trash to town and dropping it off. Mayor McCleaf informed Mr. Pereschuk that this has been an ongoing problem and is being addressed with Allied Waste. There have been several incidents where the guilty parties have been identified and letters have been sent asking them to stop this practice.

Town resident Ken Lafferty stated to the mayor and council that this was a very uplifting meeting tonight.

Virginia Drury commented that she would like to see the town protect the integrity of the historic building and structures in the Town of Williamsport. She questioned the mayor and council about the new Sheetz store. Town Attorney, Ed Kuczynski told her that the project will be moving forward.

Fred and Debbie Robinson wanted to thank town employee Junior Brown for the repairs he made to the sidewalk in front of their house. Mr. Robinson questioned the mayor and council if there had been anymore discussion about an ordinance to prohibit anymore 24/7 business from opening up in town. The mayor stated that not much discussion has been held concerning this as of yet.

Mr. Robinson also questioned the mayor about the truck traffic through town. Mayor McCleaf commented that Mike Sparks, Director of Economic Development and Community Affairs, is working on a new traffic pattern to address this problem.

Mrs. Robinson commented that she is glad to see the revitalization is starting, it looks great and she asked the mayor and council to protect the town.

Ron Graves was present and informed the mayor and council that he has been involved in the youth center for more than 40 years and he commented on the new Boys and Girls Club in Williamsport. He presented the mayor and council with a sign that used to hang in the youth center here in Williamsport. It reads "Friendship Hut". He asked the mayor to hang it in the Community Building where the Boys and Girls Club meets. He thanked the mayor and council for the youth program they started here in Williamsport.

A motion was made by Councilwoman Joan Knode, seconded by Councilwoman Tearza Knode, to adjourn, with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotemyer
Town Clerk
Town of Williamsport